

SNOHOMISH CONSERVATION DISTRICT

2005 ANNUAL PLAN OF WORK

Snohomish Conservation District

Annual Plan of Work

January 1, 2005 through December 31, 2005

PURPOSE OF THE PLAN

Snohomish Conservation District is formed under the provisions of the Revised Code of Washington, Title 89, Chapter 89.08. These provisions direct all conservation districts to, "prepare an annual work plan which shall describe the programs, services, facilities, materials, working arrangements and estimated funds needed to carry out the parts of the long range programs that are of the highest priorities". During 1999, the Snohomish Conservation District board and staff prepared a Long Range Plan (LRP) to guide the district activities for the five-year period from 1999 through 2005. This plan is currently being updated. The LRP was distributed in draft to interested agencies and groups for review and comment. The district provides services to Snohomish County and Island County as described in Scope-of-Work documents prepared and negotiated annually. In 2005, the district is also receiving funds from the Department of Ecology (DOE) through five Centennial Clean Water Fund Grants. Using the LRP, the county Scopes of Work and the DOE contracts, this annual plan has been prepared to identify the district scope of activities and priorities for the year 2005.

SNOHOMISH CONSERVATION DISTRICT SCOPE OF SERVICES

Snohomish Conservation District provides assistance to land users and units of government in order to conserve natural resources within its jurisdiction. The district employs staff that work directly with landowners to develop and implement comprehensive resource management plans. The district staff is housed in an office and work in cooperation with USDA Natural Resources Conservation Service staff. The district works cooperatively with Snohomish County to secure local funding to carry out the plan of work. The district uses its local funding as a basis for obtaining state and federal funds as they become available to enhance the district programs.

AUTHORIZATION

This plan of work is developed under the direction of the Snohomish Conservation District Board of Supervisors. It was approved by the Board of Supervisors on April 15, 2005 and may be modified by the board as needed to reflect changes in program priorities. The Board of Supervisors is comprised of the following individuals:

- Ward Groeneveld, Chair
- Duane Weston, Vice Chair
- Mark Winterhalter, Secretary/Treasurer
- Monte Marti, Member
- Cam Allen, Member
- Dick Barr, Associate Supervisor

DISTRICT VISION

Snohomish Conservation District is a primary resource available to all private landowners/land users to help address natural resource issues and concerns. Providing landowners with technical expertise, assistance in regulatory issues and funding opportunities, the Conservation District is a critical link in the implementation of natural resource solutions on private land.

DISTRICT MISSION STATEMENT

Snohomish Conservation District's mission is to work cooperatively with others to promote and encourage conservation and responsible use of natural resources.

DISTRICT GOALS

Snohomish Conservation District strives to assist landowners to achieve an acceptable level of resource management and to provide a reliable source of information on natural resource management. The District will work with agricultural landowners to manage natural resources in order to maintain successful agricultural enterprises. SCD will assist rural landowners and noncommercial farmers to implement practices that are beneficial to fish and wildlife and that will protect and enhance water quality.

BOARD OF SUPERVISORS

The board of supervisors is responsible for developing the District's annual and long-range programs, and for administering those programs and activities. The board consists of five members; three elected for three-year terms by local residents, and two appointed by the Washington State Conservation Commission. Board supervisors are volunteers, and receive no monetary compensation for their time involvement. The board conducts monthly meetings, at which time matters of public record are discussed. Associate supervisors are volunteers and appointed by the board of supervisors. Associates assist the board to administer their programs by providing personal input based on their area(s) of expertise.

BOARD MEMBERS/ ROLES:

Ward Groeneveld, Chair. Presides at all meetings or arranges for vice-chairman to preside, works with manager to prepare meeting agendas, appoints committees, assures that new supervisors and assistants understand their duties.

Duane Weston, Vice Chair. Acts in place of Chairman whenever needed and assumes other duties at the chairman's request in acting as the assistant, if chairman is unable to complete term of office succeeds chairman until the board is reorganized. Consults with and advises chairman on matters of program and policy.

Mark Winterhalter, Secretary/Treasurer. Reviews all financial records of the CD, signatory on payroll checks, signatory on other disbursement checks as approved by the board.

Monte Marti, Supervisor. Assists with operational activities, chairs committees and other duties as assigned.

Cam Allen, Supervisor. Assists with operational activities, chairs committees and other duties as assigned.

Dick Barr, Associate Supervisor. Assists with operational activities, chairs committees and other duties as assigned.

STAFF/ROLES - BRIEF JOB DESCRIPTION/RESPONSIBILITIES/TRAINING GOALS:

Kim Levesque, Manager. Overall management of district office; maintain and secure funding for district programs; manage and motivate staff; communicate with board, employees, partners, cooperators; represent the district on critical resource issues. Training goals: Improve and maintain an understanding of the districts role relative to local natural resource issues and to NRCS; improve management and technical skills relevant to the district. Training actions: Attend appropriate meetings and conferences; attend appropriate NRCS (or other) training as offered.

Kathy McEachern, Administrative Assistant. Responsibilities include: preparing board meeting minutes, meeting agendas and notices, bookkeeping, answering phones, record keeping/administration. Training goals: Additional bookkeeping/financial training. Training actions: Attend appropriate classes as they become available.

Julie Allen, Bookkeeper. Provides bookkeeping/payroll services, grant invoicing and vouchering, record keeping and other office duties as assigned. Attend appropriate classes as they become available.

Lois Ruskell, Information and Education Coordinator. Public outreach, educational workshops, newsletter and other publications, primary contact for Stillaguamish Clean Water District activities and district annual plant sale, grant management and other duties assigned. Training goals: Improve Public Involvement and Website application and manipulation skills. Training actions: Attend training or conferences as appropriate.

Ryan Bartelheimer, Agricultural Engineer. Licensed Professional Engineer. Planning/design of dairy waste management plans, directs dairy planning and cost share program, manages GIS and computer services for the district and other duties as assigned. Training actions: Attend appropriate training as it is offered. Take PE continuing education courses as appropriate.

Bobbi Lindemulder, Lead Small Farm Planner. Certified Farm Planner. Prepares plans for small farms, manages the small farm cost share program, grants and other duties as assigned. Training goals: Secure NRCS Planning Certification, improve skills as they relate to her job, improving her understanding of the planning process and improving technical skills. Training actions: Attend classes and conferences etc as appropriate.

Eric Schuh, Planner. Certified Farm Planner. Prepares small farm and dairy farm plans with a geographic focus area of Camano Island. Manages Horse 4-H DOE grant, district vehicle fleet and other duties as assigned. Training goals: Attend appropriate training as it is offered.

Alan Shank, Farm Planner. Certified Dairy Planner and Small Farm Planner responsible for preparing resource management plans for farms. Maintain NRCS Planning Certification. Other duties as assigned. Training goals: Attend appropriate training as it is offered. Participate in the Agriculture/Forestry Program.

Jenny Baker, Habitat Restoration Technician. Manages the stream and wetland habitat restoration program for the Stillaguamish basin and Camano Island. Works closely with landowners. Training goals: Appropriate habitat restoration/fish/ wetland training or other training as it becomes available. Training actions: Attend NRCS certified planner training and other appropriate training as available.

Jamie Bails, Natural Resource Technician. Manages stream and wetland habitat restoration activities in the Snohomish and South Snohomish County basins. Manages the CREP program for SCD. Grant writing and management and other duties as assigned. Training goals: Improve understanding of soils and riparian functions and the CREP program. Training actions: Attend NRCS certified planner training and other appropriate classes as they become available.

Christian Hoffman, Engineer-in-Training. Assist Agricultural Engineer in engineering and computer system duties. Provide engineering expertise to habitat restoration and farm BMPs as needed. Training goals: Attend training as appropriate to pursue PE license. Learn stream and fish habitat improvement techniques. Training Actions: Attend NRCS and other training related to engineering and in particular pursue training related to stream habitat improvements.

Dina Fine, Small Farm Planner. Assist lead Small Farm Planner. Provide services to landowners in the Stillaguamish Clean Water District. Attend Stilly CWD meetings. Training goals: Increase expertise in farm planning and secure NRCS planning certification. Training actions: Attend NRCS and other training as it becomes available.

Debbie Young Staff Assistant (Part-time) Assists staff in a variety of office or other activities including: photocopying, word processing, data processing, project coordination, phones, etc. Provides general office support to Administrative Assistant. Training goals: Maintain skills needed to provide assistance to staff. Training actions: Attend appropriate training as it becomes available.

Larissa Korhau, Americorps Intern. Assist habitat restoration staff in both field and office work and other duties as assigned. Participate in educational activities especially in schools, related to salmon and water quality. Training goals: Attend appropriate training as it becomes available.

COMMUNICATION:

BETWEEN BOARD AND STAFF

Snohomish Conservation District holds monthly board meetings attended by the District Manager, office secretary and appropriate staff. In addition, on an as-needed basis, the board and staff may meet to discuss special issues. The District Manager and board members, either as a group or individually meet or discuss on the telephone other issues as they arise.

INPUT FROM OUTSIDE LEADERS ON ANNUAL PLAN

Information obtained during meetings with outside leaders such as Snohomish County Public Works and Planning Departments is incorporated into the annual plan as appropriate.

DISTRIBUTION OF ANNUAL PLAN

The annual plan is distributed to:

The SCD Board of Supervisors
Washington State Conservation Commission
Snohomish County Council
Snohomish County Executive
Island County Commissioners
WSU Cooperative Extension

MAJOR PROGRAM AREAS FOR 2005:

DAIRY TECHNICAL ASSISTANCE:

Farm planning and nutrient management, engineering design of structures, BMP implementation, providing cost share information, assisting in permits and construction inspection.

SMALL FARM TECHNICAL ASSISTANCE:

Farm planning, BMP implementation, engineering design, providing cost share information, farm management education. One Farm Planner dedicated to the Stiklagamish Clean Water District. Coordination with Whidbey Island Conservation District on a partnership grant funded by DOE Centennial Clean Water Fund for "Agricultural BMPs in Island County".

STREAM AND WETLAND RESTORATION:

Identifying stream and wetland restoration projects, working with landowners on implementing them, partnering with other groups to sponsor, fund and implement projects, working with volunteers to implement projects, providing landowner education.

CREP:

Promoting the Conservation Reserve Enhanced Program (CREP) to landowners of qualified property. Providing technical assistance on restoration of property put into the program. Providing public outreach.

NATURAL RESOURCE MANAGEMENT:

Assisting landowners to plan resource management projects that manage critical resource areas such riparian corridors, wetland and steep slopes. Promote the establishment of native vegetation.

ESA:

Provide landowners with assistance related to listings of endangered species in our county. Participate in local, state and federal meetings and committees addressing ESA. Participate in the process for the Lower Skykomish River Habitat Conservation Plan.

*Sustainable Agriculture and
FARMLAND PRESERVATION:*

Provide landowners with "tools" to sustain farm viability including Best Management Practices, new technology, information on diversifying farm operations and the use of local, state and federal programs available. Participate in local initiatives that promote farmland preservation including alternative uses on Ag land and streamlined permitting for farmers.

INFORMATION AND EDUCATION:

Provide community outreach for issues facing landowners within the district. Distribute informational materials about district programs, BMPs, and volunteer opportunities. Provide opportunities for youth to learn and participate in natural resource conservation.

DISTRICT GOALS, OBJECTIVES AND ACTIONS FOR 2005

District goals, objectives and actions for 2005 are identified on the following pages including an estimate of staff hours required to accomplish the work.

OBJECTIVE: FARM WATER QUALITY IMPROVEMENT

Goal: Provide technical assistance to dairy and small farms

Activities	Person Responsible	Date	Estimated Staff hours
1) Assist dairy farms to prepare resource management plans and to implement best management practices	Agricultural Engineer/Dairy Planner	Jan-Dec	1745 hours
2) Assist small farms to prepare resource management plans and to implement best management practices.	Small Farm Planner/Planner/ Ag. Eng./Dairy Planner	Jan-Dec	5916 hours
			Total hours 7496

Goal: Coordinate water quality compliance referrals with Department of Ecology

Activities	Person Responsible	Date	Estimated Staff hours
1) Contact farmers referred to SCD to offer technical assistance and follow-up with them as needed to determine progress on compliance timelines.	Agricultural Engineer/Dairy Planner/Small Farm Planner	Jan-Dec	506 hours
2) Report compliance progress annually to DOE and Conservation Commission.	Dairy Planner/Ag Eng./Small Farm Planner	Jan-Dec	179 hours
			Total hours 685

OBJECTIVE: Natural Resource Management

Goal: Provide technical assistance to land user.

Activities	Person Responsible	Date	Estimated Staff hours
1) Assist land users to plan resource management projects that manage critical resource management areas such as riparian corridors, wetland, and steep slopes.	Habitat Restoration Technician/Res Tech/EIT	Jan-Dec	900 hours
2) Assist land users to implement resource management projects	Habitat Restoration Technician/Res Tech/Americorp	Jan-Dec	700 hours
			Total 1600 hours

Goal: Provide incentives for stream and wetland protection and enhancement.

Activities	Person Responsible	Date	Estimated Staff hours
1) Identify and plan resource management projects that promote establishment of native vegetation.	Habitat Restoration Technician/Res Tech/EIT	Jan-Dec	665 hours
2) Conduct SCD plant sale for SCD cooperators and public entities.	I & E Coordinator/staff	Jan-Dec	455 hours
			Total hours 1120

Goal: Identify and implement stream and wetland restoration projects

Activities	Person Responsible	Date	Estimated Staff hours
1) Identify resource enhancement projects that promote establishment of native vegetation and enhance stream and wetland habitats.	Habitat Restoration Technician/Res Tech/EIT	Jan-Dec	500 hours
2) Design and implement resource enhancement projects identified in item 1.	Habitat Restoration Tech/Res Tech/EIT	Jan-Dec	738 hours
3) Manage cost share program for stream and wetland protection and enhancement projects.	Habitat Restoration Technician/District Manager/Res Tech	Jan-Dec	155 hours
			Total hours 1393

Goal: Promote and manage the CREP program in Snohomish County (Washington Conservation Commission)

Activities	Person Responsible	Date	Estimated Staff hours
1) Market and manage the SCD CREP program.	Land E Coordinator/District Manager	Jan-Dec	200 hours
2) Promote the CREP to landowners and develop plans.	Resource Technician.	Jan-Dec	500 hours
			Total hours 700

Goal: Participate in ESA-related activities at the local level

Activities	Person Responsible	Date	Estimated Staff hours
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1) 1) Participate in Snohomish Basin Salmon Recovery planning effort.	District Manager	Jan-Dec	80 hours
2) Participate in Stillaguamish Basin Salmon Recovery planning effort.	District Manager/ Habitat Restoration Tech	Jan-Dec	192 hours
3) Participate in other ESA related efforts as appropriate.			
4) Participate in Camano Island Salmon Recovery Team	District Manager/ Habitat Res Tech	Jan-Dec	80 hours
			Total hours 352

OBJECTIVE: INFORMATION AND EDUCATION

Goal: Produce and distribute written materials that inform about district programs.

Activities	Person Responsible	Date	Estimated Staff hours
1) Publish a quarterly newsletter and distribute to district cooperators, schools and libraries.	Information and Education Coordinator	Jan-Dec	440 hours
2) Prepare and submit articles and public service announcements about district programs to area newspapers.	I & E Coordinator	Jan-Dec	120 hours
			Total hours 560

Goal: Participate in public events.

Activities	Person Responsible	Date	Estimated Staff hours
1) Sponsor at least three public workshops, two on resource management for small farms and one on new technology for resource management on dairy farms.	Information/Education Coordinator/staff	Jan-Dec	400 hours
2) Participate in public fairs and festivals to promote district programs.	I & E Coordinator/staff	Jan-Dec	450 hours
			Total hours 850

Goal: Youth involvement

Activities	Person Responsible	Date	Estimated Staff hours
1) Promote one or more high school team for Environmental resource management competition...	Information and Education Coordinator	Jan-Dec	100 hours
2) Provide input to Natural Resources Youth Camp coordinator and solicit youths to attend.	I & E Coordinator	Jan-Dec	20 hours
3) Utilize school groups as volunteers to implement resource management projects.	Habitat Restoration Tech/ Res Tech	Jan-Dec	160 hours
4) Provide natural resource information to teachers and students including classroom and field presentations. Develop district web page for youth outreach.	I & E Coordinator/ Staff/Americorps Intern	Jan-Dec	300 hours
			Total 580 hours

OBJECTIVE: ASSISTANCE TO UNITS OF GOVERNMENT

Goal: Watershed management planning. (Snohomish County SWM and Island County)

Activities	Person Responsible	Date	Estimated Staff hours
1) Participate in the Stillaguamish Clean Water District Advisory Committee.	I and E Coordinator/ Small Farm Planner	Jan-Dec	125 hours
2) Participate in local Watershed Management Planning processes	Small Farm Planner/Rest tech/other	Jan-Dec	60 hours
3) Participate in Quilceda Allen Watershed Management meetings.	Rest Tech.	Jan-Dec	30 hours
			Total 215 hours

OBJECTIVE: ADMINISTRATION AND MANAGEMENT

Goal: Technical Program Support

Activities	Person Responsible	Date	Estimated Staff hours
1) Scheduling, activity reports and time keeping	All SCD staff	Jan-Dec	1078 hours
2) Employee training	All SCD staff	Jan-Dec	660 hours
3) Clerical support	Admin Assist/High School Intern	Jan-Dec	550 hours
4) Computer systems management – GIS, network, etc	Ag. Engineer	Jan-Dec	550 hours
			Total 2838 hours

Goal: Finance and Operations

Activities	Person Responsible	Date	Estimated Staff hours
1) Bookkeeping/Budgeting	Admin. Assistant/ Bookkeeper/Dist. Manager	Jan-Dec	1045 hours
2) Prepare and manage grants, contracts, work plans	District Manager/staff	Jan-Dec	660 hours
3) Clerical support	Admin Assistant/High School Intern	Jan-Dec	954 hours
4) Participate in SCD board meetings	District Manager/ Admin Assist	Jan-Dec	460 hours
5) Staff management	District Manager	Jan-Dec	528 hours
			Total 3647 hours

OBJECTIVE: Promote Sustainable Agriculture and Farmland Preservation

Goal: Support Snohomish County Ag Action Plan.

Activities	Person Responsible	Date	Estimated Staff hours
1) SCD staff will work with Snohomish County to implement the Snohomish County Agriculture Action Plan	All SCD staff	Jan-Dec	1000 hours
2) Participate in local meetings such as Ag. Advisory Board, Farm City Forum, etc.	All SCD staff	Jan-Dec	100 hours
3) Work with Snohomish County in filling the Agricultural Planner (permits) position & assist with training & educating of agricultural issues.	SCD staff	Jan-Dec	60 hours
4) Support right-to-farm regulations and legislation that assist agriculture & farmers to diversify, sustain profitability & preserve the Ag. community.	SCD staff	Jan-Dec	80 hours
			Total 1240 hours